

Massachusetts Focused Monitoring Team Composition

| Team Composition | Logistics | Training Needs | Regional Breakdown | Teams |
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| <p>1. Team Facilitator – Regional Specialist within the region (historical perspective & knowledge) Role: Point person for gathering information; coordination and scheduling of onsite activities; determines information needs; participates in the desk audit; formal report to provider with findings and recommendations.</p> <p>2. Regional Specialist – outside of the region Role: Participates in desk audit, formulation of hypothesis, onsite protocols, activities, and information gathering; assists in formulation of final report.</p> <p>3. Parent Team</p> | <ul style="list-style-type: none"> # of Teams <ul style="list-style-type: none"> 6 teams @ approximately 2 visits per year Consistency of Team <ul style="list-style-type: none"> Consistent team of four members; Team Facilitator, Regional Specialist, and parents. Schedule consistent week of month for desk audit, onsite visits, etc. Time Commitment <ul style="list-style-type: none"> Time Span; 10 visits in 12 months 2 days on site (6hrs + travel) + ½ day desk audit(4 hours) Total = 20hrs x 2 | <ul style="list-style-type: none"> Parent Team Members <ul style="list-style-type: none"> General Overview; <ul style="list-style-type: none"> EI system IFSP IDEA Confidentiality Group Facilitation skills Entire Team <ul style="list-style-type: none"> Overview of Focused Monitoring Process, onsite protocols including file, and activities, roles and responsibilities, etc. | <p><u>Region</u> <u>SC</u></p> <p><u>Tran</u></p> <p>West:</p> <p>Central:</p> <p>MW:</p> <p>Boston</p> <p>Southeast:</p> <p>Northeast:</p> | <p><u>Team</u> <u>Team Fac/,RS/</u> <u>Parent</u></p> <p># 1</p> <p># 2</p> <p># 3</p> <p>#4</p> <p># 5</p> <p># 6</p> |

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| <p>Members – (parents of EI graduates, no children currently on IFSP; Recruitment & training; participate in semi-interview process and training, cannot monitor EIP child has graduated from.</p> <p>Role: participates in desk audit, onsite protocols, activities, and information gathering; provides input in the formulation of final report.</p> <p>4. Program Director - from targeted Program.</p> <p>Role: Provide information for desk audit; be available to assist in the coordination and scheduling of onsite activities; available to answer questions and provide clarification to findings during onsite visit.</p> | <ul style="list-style-type: none"> • 40 hours/year + training time • Funding <ul style="list-style-type: none"> • Parent team member funding – parent stipend. | | | <p>Team Schedule</p> |
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*DPH Early Intervention Program Director Training
Monitoring Team Composition Grid
December 5, 2005*

Focused

*FM Team Composition February 1, 2006
Intervention Services
REVISED 10/2/06*

MDPH Early